

990

National
Endowment
for the Arts



Application
Guidelines
Fiscal Year 1990

State Arts in Education Grants
Arts in Schools Basic Education Grants

90 Arts in Education

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Application Calendar

Grant Category	Application Postmark Deadline	Announce- ment of Grant Award or Rejection	Earliest Project Beginning Date
State Arts in Education Grants	Sept. 15, 1989	April 1990	July 1, 1990
Arts in Schools Basic Education Grants			
Planning Grants	Oct. 6, 1989	March 1990	May 1, 1990
Implementation Grants	March 1, 1990	Sept. 1990	Oct. 1990
Special Projects			
Notification of Intent to Apply	March 23, 1990		
Application	April 20, 1990	December 1990	February 1991

If you need assistance, write or telephone:

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5426

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

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Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists; those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

**Statement of Mission
National Endowment for the Arts,
continued**

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, or age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf People 202/682-5496

Visually or learning impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5532
202/682-5496 Voice/TDD

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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As part of its mission of fostering artistic excellence and access to and appreciation of that excellence, the National Endowment for the Arts is concerned with arts education.

The Endowment's commitment to arts education began with the Artists-in-Schools Program in 1969. This evolved into the Artists in Education Program in 1980, with major funding still devoted to the support of artist residencies in schools. The Program has been directed toward increasing students' awareness, knowledge, and acceptance of the arts; enhancing the skills of artists, teachers, and administrators involved in arts education; and encouraging cooperation among arts and education institutions and organizations.

In its May 1988 report, *Toward Civilization: A Report on Arts Education*, the Arts Endowment recognized the need for all students in kindergarten through twelfth grade to have a balanced education, one that includes comprehensive and sequential study in the three great branches of learning—the arts, humanities, and sciences.

To this end, the Endowment considers basic arts education as that which provides all students, not only the gifted and talented, with knowledge of, and skills in, the arts. Basic arts education must give students of all cultural backgrounds the essence of our civilization, the civilizations which have contributed to ours, and the more distant civilizations which enrich world civilization as a whole. It must also give students tools for creating, for communicating and understanding others' communications, and for making informed and critical choices among the products of the arts.

Basic arts education includes the disciplines of literature (from the art of writing); visual art and design (from the arts of painting, sculpture, photography, video, crafts, architecture, landscape and interior design, product and graphic design); performing art (from the arts of dance, music, opera-musical theater, and theater); and media art (from the arts of film, television, and radio).

While each of these art disciplines differs in character, tradition, and form, basic arts education must also include art forms that are interdisciplinary: opera and musical theater, which combine vocal and instrumental music with drama and stage design; film and television, which combine music, drama, and the visual arts, synthesized by the media arts themselves; and new work that extends the frontiers of current artistic convention. Just as artists collaborate to produce interdisciplinary arts, so school faculties will need to collaborate to teach them.

Like other school subjects, basic arts education must be taught sequentially by qualified teachers; instruction must include the history, critical theory, and ideas of the arts as well as creation, production, and performance; and knowledge of, and skills in, the arts must be tested. As for other school subjects, appropriate resources—classroom time, administrative support, and textbooks—must be provided to this end.

Exposure to works of art and opportunities to work with arts teachers and artists, both in the classroom and in the community, is necessary for comprehensive arts education programs and is encouraged by the Endowment.

The development and implementation of successful programs for teaching and learning in the arts necessarily involve broad consultation and collaboration. The Arts in Education Program, through its three categories, provides a broad and flexible approach with an overall goal of advancing the arts as part of basic education. It is a partnership program which is planned, administered, and financed through cooperative efforts of the Arts Endowment, state arts and education agencies, local communities, and education, arts education, and cultural institutions and organizations.

The Program is designed to address the following objectives:

- To encourage state and local arts agencies to develop long-term strategies to encourage and assist relevant state and local education authorities to establish the arts as basic in education.
- To encourage state and local education agencies to develop and implement sequential arts education curricula.

- To encourage the involvement of artists and cultural organizations in enhancing arts in education for a broad segment of the population.
- To encourage enhancement of the educational process by assisting the career development of excellent teachers and professional artists involved in education.
- To encourage accountability for quality arts education programs through short, intermediate, and long-range planning and evaluation.
- To encourage collection and dissemination of information about current and past successful arts education programs.

The Program has three categories as follows:

- State Arts in Education Grants
- Arts in Schools Basic Education Grants
- Special Projects

This guideline book includes information on State Arts in Education Grants (SAEG) and Arts in Schools Basic Education Grants (AISBEG). Guidelines for Special Projects are available separately from the Arts in Education Program (see "Other Programs of Interest/Arts in Education Special Projects" on page 61).

We Fund

The Arts in Education Program assists projects which:

- Advance the arts as part of basic education.
- Encourage cooperative planning, implementation, resource development, and evaluation of quality programs among teachers, administrators, artists, parents, arts institutions, education institutions, arts agencies, and education agencies to further arts in education.
- Encourage the development of a broad base of support, financial and otherwise, for programs which address the arts in education needs of schools and communities.
- Enhance the educational process by assisting the career development of excellent teachers and professional artists involved in education.
- Encourage development of arts curricula, teaching materials, and methods of evaluating and measuring students' progress in the arts.

For more specific information, see individual categories and "Other Programs of Interest/Arts in Education Special Projects" on page 61.

We Do Not Fund

Although the following types of expenditures may be incurred for a specific project, they are unallowable as expenditures supported with Arts in Education Federal and matching funds.

- Scholarships or other forms of student financial aid.
- Non-grant-related faculty salaries.
- Academic courses for degree credit.*
- Start-up costs for schools.
- Study abroad.
- Student performing groups.
- Competitions or awards programs.
- Commissioning of new works.
- Construction or renovation of physical facilities.
- Ongoing operational support for an organization.

* Workshops, seminars, summer institutes, and/or courses specifically for career ladder advancement or professional development credit are eligible for funding.

In applying for a grant, consult both the section entitled "Application Information" on page 24 and any special instructions or application procedures which may be part of the category which interests you. These instructions will indicate what supporting materials must be sent as part of your application package.

If you need assistance, write or telephone:

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5426

Grant Amounts

Applications should present the genuine financial requirements of the project. Ask only for the amount of Federal support needed to accomplish the project. Applicants whose grants are recommended at less than the amount requested may be asked to revise the project budget. The revision may involve a reduction in the scope of the project and/or an adjustment of the budget to include increased funds from non-Endowment sources.

Scope of Projects

Organizations may request assistance to strengthen or expand existing education programs with arts education projects or to expand and enhance specific projects previously supported by Endowment funds, or to initiate new projects with a view to making the arts a basic in the schools.

Continuing Support

Panelists annually review all applications on their merits and in competition with other applications in the same category.

Final Reports

At the end of the grant period, the Endowment requires acceptable Final Report packages from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter. Reports from state arts agencies must be in compliance with the National Standard for Arts Information Exchange.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the February 1988 or any prior meeting of the National Council on the Arts are ineligible for subsequent funding from the Endowment Program (any category) where the delinquent Final Report was due. NOTE: Grants awarded prior to FY 1984—grant letters dated on or before September 30, 1983—are covered by this policy.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the May 1988 or any subsequent meeting of the National Council on the Arts are ineligible for subsequent funding from any Endowment Program.

Any Final Reports not previously submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

**Acknowledgment of
Endowment Support**

All agencies, receiving support under this Program must credit the National Endowment for the Arts in all published materials and announcements regarding the project.

Access

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. Costs of program accommodations for people with various disabilities (e.g., sign language interpreters, cassette recordings of printed materials, or large print labeling) are generally eligible project costs. For more information, see "Other Programs of Interest/Office for Special Constituencies" on page 63.

The Arts in Education Program Advisory Panels, which are composed of experts in the field, review the applications. Following Panel review, the National Council on the Arts make recommendations to the Chairman of the Arts Endowment for final decision. Applicants are then formally notified by letter of the decision.

Information regarding action taken on applications cannot be made available until after these groups have made their recommendations and the Chairman has reached a decision. No grant recommendation is final until a grant letter signed by the Chairman has been received.

State Arts in Education Grants

This category provides Federal funds to state arts agencies to build upon their existing arts education programs. State arts agencies may undertake a wide range of activities and programs to assist them in helping to make the arts as basic a part of education as any other subject area.

State Arts in Education Grants may support projects which, for educational purposes, place practicing artists of professional excellence in a wide variety of settings. Residencies should be developed to utilize the special skills of artists within the context of their artistic disciplines, and to ensure quality, in-depth arts experiences, and education for participants.

Grant funds may also support projects which emphasize the broader role of the arts in education. Such projects should support programs designed to enhance arts education in schools and other settings. Resulting programs might include in-service workshops, advocacy efforts, institutional collaborations, and sequential, curriculum-based education.

Eligibility

Only state arts agencies that meet the legal requirements on page 24 and are operating under a Basic State Grant Plan approved by the Endowment may apply for State Arts in Education Grants. Institutions or organizations wishing to participate in residency programs should contact their state arts agency. Individual artists, performing arts groups, and sponsoring institutions should contact the state arts agencies in those states in which they wish to work. A listing of all state arts agencies is included on pages 64 through 66.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 6 and Part E, Sections a. and b. on page 13 for important information.

Grant Amounts

Generally, grant amounts will reflect the quality of the application and the availability of Federal funds.

Matching Funds

State Arts in Education Grants are currently matched on at least a one-to-one cash basis. Grant funds may not pay more than one-half the project costs.

In FY 80 the Endowment and state arts agencies adopted a plan of movement toward the goal of a three-to-one cash match. This goal, while not a requirement, is viewed, in a competitive situation, as one of a number of criteria which recognize shared responsibility and partnership among Federal, state, and local arts and education agencies and organizations.

Any in-kind matching used toward Endowment grants will be reviewed carefully by the Advisory Panel and must be documented in line with Federal recordkeeping requirements. Priority will be given to those applicants who demonstrate they can provide a cash match.

The State Arts in Education Grants category encourages long-range planning on the part of state arts agencies. Through a multi-year application system, state arts agencies devise strategic plans which reflect their long-term goals in arts education. Because this program may involve new directions, states may choose to submit a one-, two-, or three-year plan in FY 90.

Narratives must include a comprehensive plan of work, including goals, objectives, strategies, and anticipated outcomes for the number of years covered in the application. Applicants must annually submit a progress (interim) report and inform the Endowment of any changes in their plans. Approval of multi-year plans is contingent on determination by the Chairman of the Endowment, after receipt of advice from the National Council on the Arts and the Arts in Education Program Advisory Panel, that the applicant has demonstrated the ability to plan on a multi-year basis with a view to making progress in developing long-term strategies toward making the arts a basic in education. Multi-year applicants must satisfactorily address all eligibility requirements and review criteria. Funding is subject to annual congressional appropriations and an annual application review process. Grant amounts are awarded for one year only.

Review Criteria**SINGLE-YEAR AND FIRST YEAR OF MULTI-YEAR APPLICATIONS**

All single-year and first year of multi-year applications will be reviewed against the following three criteria (relative values are indicated):

Criterion #1

Quality of the Program.

Evidence of a quality program to enhance and advance arts education as a basic in the state through fostering comprehensive arts education programs which provide all students, not only the gifted and talented, with a sense of the arts in civilization, skills to create arts products, understanding and use of artistic vocabularies in communication, and knowledge and ability necessary to make aesthetic choices about the products of the arts. (50%)

- How the program relates to and addresses arts education needs and issues in the state.
- Appropriateness of philosophy and adequacy of goals, objectives, and strategies to address identified needs.
- Evidence of professional treatment of artists, including adequate pay scale, time to produce their own work, and specific agreements with the state and/or site.
- Extent to which the program reflects and responds to the geographic, ethnic, and cultural diversity of the state.

Criterion #2

Quality of Planning and Evaluation.

Extent to which planning and program policies, mechanisms, and procedures within the state arts agency ensure quality, thorough preparation, and support at the state and local levels. (25%)

- Extent of collaboration and communication with artists and arts administrators; teachers and specialists in arts education; and education institutions, agencies, and associations.
- Extent of collaboration and communication between the state arts and state education agencies.
- Extent to which planning demonstrates projected growth/development and indicates a strategy for helping to make the arts a basic, at least in some schools.
- Quality and appropriateness of planned program evaluation procedures.
- Evidence of program development in response to evaluation results.

Criterion #3

Level of Financial and Programmatic Commitment and Ability to Meet the Match.

Extent to which the program is supported at the state and local levels. (25%)

- Financial and programmatic commitment at the state and local levels.
- Extent of correlation between budget and activities described.

(Continued on next page)

State Arts in Education Grants,
continued
Review Criteria

MULTI-YEAR UPDATE APPLICATIONS

All multi-year update applications will be reviewed against the following three criteria (relative values are indicated):

Criterion #1

Quality of the Program.

Extent to which update adheres to and/or improves upon the plan presented in the original application to enhance and advance arts education as a basic in the state through fostering comprehensive arts education programs which provide all students, not only the gifted and talented, with a sense of the arts in civilization, skills to create arts products, understanding and use of artistic vocabularies in communication, and knowledge and ability necessary to make aesthetic choices about the products of the arts. (50%)

- Rationale for changes proposed in the original plan.

Criterion #2

Quality of Planning and Evaluation.

Evidence of sustained achievement and continuing growth/development based on needs and evaluation of ongoing activities and plans. (25%)

- Evidence of program development in response to evaluation results.
- Extent to which planned evaluation measures/procedures will measure/assess continued or new program activities.

Criterion #3

Level of Financial and Programmatic Commitment and Ability to Meet the Match.

Extent to which the program is supported at the state and local levels. (25%)

- Financial and programmatic commitment at the state and local levels.
- Extent of correlation between budget and activities described.

Deadline and
Announcement Dates

All applications must be postmarked on or before September 15, 1989 and should be for projects beginning July 1, 1990. Do not expect notification of grant awards or rejections before April 1990.

Late applications will be returned. Requests for deadline extensions will not be honored. Incomplete applications are unlikely to be funded.

Executive Order 12372

The State Arts in Education Grants category is subject to the provisions of Executive Order 12372, which provides for intergovernmental review of Federal programs. Instructions on compliance have been sent to each state arts agency.

Questions about the application package or procedures should be addressed to the Arts in Education Program at 202/682-5426.

The **original and two copies** (unless otherwise noted below) of the application package must be postmarked no later than September 15, 1989.

- All materials must be one side only of 8½" by 11" paper.
- Do not bind or staple the application package; one binder clip or rubber band for each set will be sufficient.
- Use standard 10-pitch pica or 12-pitch elite. Do not reduce type to the point that it is unreadable.
- Copies submitted must be dark enough to recopy.
- Leave reasonable margins in your narrative presentation.
- If you use abbreviations or acronyms, define them so that the panelists can follow your narrative.
- Answer the application questions in as direct a manner as possible.

Procedures for single-year and first year of multi-year applications follow immediately; procedures for updates from multi-year grantees begin on page 14.

Send all materials under one cover to:

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

If an overnight delivery service is used, use 20004 as the zip code. The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Late applications will be returned. Requests for deadline extensions will not be honored. Incomplete applications are unlikely to be funded.

SINGLE-YEAR AND FIRST YEAR OF MULTI-YEAR APPLICATIONS

1. The Application Package Checklist on page 57.
2. **Cover letter.** This letter should describe any unique or unusual situations which in any way affect the administration and/or implementation of your State Arts in Education Grants program. Do not exceed one page.
3. **Application narrative.** Please respond to the items in the order in which they appear.

The application narrative (Parts A, B, C, D and E) should include a total of no more than 10 pages for a 1-year application, 12 pages for a 2-year application, and 14 pages for a 3-year application.

Part A: Introduction

- Provide a brief summary (no more than one paragraph) which highlights the major points of your proposed program.
- Indicate what actions, if any, were taken in response to panel comments on your previous year's application.

(Continued on next page)

Part B: Programming

- Indicate the purpose of your state's Arts in Education program.
- Describe arts education needs and issues in your state. Indicate how these needs and issues were identified.
- Describe how your proposed program relates to and addresses the needs and issues in your state and what impact your program has had on arts education in your state and its potential future impact.

For multi-year applications, also describe what growth and/or change is anticipated over the two- or three-year period.

- Indicate your agency's philosophy of arts as basic to education.
- Describe the role of artists employed in your programs and the quality of their employment conditions, including but not limited to pay scale and the amount of time provided to produce their own work.
- Describe how your program reflects and responds to the geographic, ethnic, and cultural diversity of your state.
- If applicable, provide your agency's philosophy behind subgranting its AIE programs to a subcontractor. Indicate who oversees its operations and activities and how they conduct this work. Provide a summary of the selection process for such subgranting and the qualifications of the present or anticipated subcontractor.
- Briefly describe the residency component of your AIE Program, including but not limited to: visiting artists, salary scale, in-service training for artists, and the nature and length of residencies (with the number of short- and long-term residencies and any indication of a trend in residency lengths).

Part C: Planning and Evaluation

- Describe the extent of collaboration and communication, and expected results in the development of your proposed program, between your agency and:
 - a. Your state education agency.
 - b. Artists and arts administrators; teachers and specialists in arts education; and education institutions, agencies (other than the state department of education), and associations.
 - c. Varied populations (e.g., minorities, disabled, etc.).

Include a list of who was involved, when and where the communication took place, and a timeline for future communication. Attach up to three letters of verification (not more than two pages each) from collaborating entities or individuals.

- Describe how your program's planning evaluation strategies and methodologies reflect evaluation efforts/results. If panels are used, describe the mechanisms of the panels. Describe who does the evaluations and indicate their qualifications. Please attach a sample evaluation form(s).
- Briefly describe the effects of any AIE AISBEG planning and/or implementation grants received and their relationship to the SAEG grant request.

Part D: Match

- Describe your plans for obtaining matching funds and indicate how the Federal and matching funds will be used.
- If artists residencies are to be supported with Federal and matching funds, describe plans for obtaining matching funds at the local level.

Part E: Current Program

- Current FY 89 AIE Program Update (school year 1989-90).
Provide a brief summary which highlights the major points of your current FY 89 AIE Program. Describe major events or accomplishments achieved to date and identify anticipated major changes and re-directed course of action.
- Final Reports
 - a. The FY 88 AIE grant Final Report package (for school year 1988-89) must be submitted directly to the Endowment's Grants Office. This report will be included in your FY 90 application materials for panel review.

In prior years the AIE guidelines required that a copy of your final report package be submitted with your application and a separate copy be submitted to the Endowment's Grants Office. To avoid confusion, please submit only one final report package, on time, directly to the Endowment's Grants Office.
 - b. If you have a time extension or a grant period which has a final report deadline later than September 30, 1989 (i.e., grant period ending June 30, 1989), you must include an additional two-page narrative with your FY 90 application narrative describing your FY 88 AIE Program (for school year 1988-89). Please provide to the extent possible the information required in a Final Report; refer to the Final Report package information sent to you with your FY 89 grant award package.

The narrative submitted with your FY 90 application does not constitute your official Final Report package. You must submit your complete Final Report package, on time, directly to the Endowment's Grants Office.
- 4. Application for Federal Assistance form (SF 424) on page 33. Instructions for completing this form can be found on page 25.
- 5. Budget Information—Non-Construction Programs form (SF 424A) on pages 35-36. Instructions for completing this form can be found on pages 26-27.
- 6. Assurances—Non-Construction Programs form (SF 424B) on pages 37-38. All applicants must submit a signed, completed form whether or not one has been submitted previously.
- 7. State AIE Program Financial Overview (Form A) on pages 39-40. Instructions for completing Form A can be found on pages 28-29.
- 8. Project Budget (Form B) on pages 41-53. Instructions for completing Form B can be found on pages 30-32.
- 9. State Profile (Form C) on pages 55-56.
- 10. The SAEG Application Acknowledgment Card (original only) found on the back cover of this booklet.

MULTI-YEAR UPDATE APPLICATIONS

1. The Application Package Checklist on page 57.
2. **Cover letter.** This letter should describe any unique or unusual situations which in any way affect the administration and/or implementation of your State Arts in Education Grants program. Do not exceed one page.
3. **Application Narrative.** Please respond to the items in the order in which they appear. The narrative (Parts A, B, C, D and E) must not exceed eight pages.

Part A: Introduction

- Provide a brief summary (no more than one paragraph) which highlights the major points of your proposed program.
- Indicate what actions, if any, were taken in response to panel comments on your previous year's application.

Part B: Programming

- Indicate your agency's philosophy of arts as basic to education.
- Identify changes and provide rationale for programming changes from original application.

Part C: Planning and Evaluation

- Describe the extent of continued collaboration and communication, and expected results in the development of your proposed program, between your agency and:
 - a. Your state education agency.
 - b. Artists and arts administrators; teachers and specialists in arts education; and education institutions, agencies (other than the state department of education), and associations.
 - c. Varied populations (e.g., minorities, disabled, etc.).

Include a list of who was involved, when and where the communication took place, and a timeline for future communication. Attach up to three letters of verification (no more than two pages each) from collaborating entities or individuals.

- Briefly describe the effects of any AIE AISBEG planning and/or implementation grants received and their relationship to the SAEG grant request.
- Describe any changes to your program evaluation procedures and your response to evaluation results.

Part D: Match

- Describe your plans for obtaining matching funds and indicate how the Federal and matching funds will be used.
- If artists residencies are to be supported with Federal and matching funds, describe any changes in the plans for obtaining matching funds at the local level.

Part E: Current Program

- **Current FY 89 AIE Program Update (school year 1988-89).**
Provide a brief summary which highlights the major points of your current FY 89 AIE Program. Describe major events or accomplishments achieved to date and identify anticipated major changes and re-directed course of action.

- **Final Reports**

- a. The FY 88 AIE grant Final Report package (for school year 1988-89) must be submitted directly to the Endowment's Grants Office. This report will be included in your FY 90 application materials for panel review.

In prior years the AIE guidelines required that a copy of your final report package be submitted with your application and a separate copy be submitted to the Endowment's Grants Office. To avoid confusion, please submit only one final report package, on time, directly to the Endowment's Grants Office.

- b. If you have a time extension or a grant period which has a final report deadline later than September 30, 1989 (i.e., grant period ending June 30, 1989), you must include an additional two-page narrative with your FY 90 application narrative describing your FY 88 AIE Program (for school year 1988-89). Please provide to the extent possible the information required in a Final Report; refer to the Final Report package information sent to you with your FY 89 grant award package.

The narrative submitted with your FY 90 application does not constitute your official Final Report package. You must submit your complete Final Report package, on time, directly to the Endowment's Grants Office.

- 4. Application for Federal Assistance form (SF 424) on page 33. Instructions for completing this form can be found on page 25.
- 5. Budget Information—Non-Construction Programs form (SF 424A) on pages 35-36. Instructions for completing this form can be found on pages 26-27.
- 6. Assurances—Non-Construction Programs form (SF 424B) on pages 37-38. All applicants must submit a signed, completed form whether or not one has been submitted previously.
- 7. State AIE Program Financial Overview (Form A) on pages 39-40. Instructions for completing Form A can be found on pages 28-29.
- 8. Project Budget (Form B) on pages 41-53. Instructions for completing Form B can be found on pages 30-32.
- 9. State Profile (Form C) on pages 55-56.
- 10. The SAEG Application Acknowledgment Card (original only) found on the back cover of this booklet.

Arts in Schools Basic Education Grants (AISBEG) are designed to respond to recent studies of education which indicate that education in the arts in elementary and secondary schools should be a more substantive and sequential part of the basic curriculum. The goal of this category is to assist state and community processes and programs that will, in time, ensure that all students graduating from high schools possess basic knowledge of, and skills in, the arts.

Toward this goal, the Program's purpose is to encourage plans and projects which promote the arts in schools as a basic through the development, establishment, and realization of: (i) specific objectives and competencies, in terms of knowledge and/or skills, for student accomplishment in the arts; (ii) curricula and resources aimed at sequential achievement of these objectives and competencies; and (iii) methods for evaluating student progress toward achieving these objectives and competencies.

It is expected that these specific objectives and competencies, and the ages or grade levels by which students must achieve them, will be identified and adopted at state and/or local levels. The Endowment's purpose in this Program is to encourage adequate planning and discussion on the basis of which the appropriate authorities can develop in the schools specific objectives and competencies in the arts. Arts in education programs would then be designed to achieve these objectives, assist students to acquire these competencies, and be evaluated over time in terms of the students making progress toward these ends.

This category supports state arts agency collaboration with state and local education agencies in developing a strong commitment to making the arts a basic part of K-12 education—through comprehensive planning and implementation of excellent sequential arts education. The purpose is to assist state arts agencies to plan and help move their states toward the Program's purpose, at least in some schools.

We Fund

The Arts in Schools Basic Education Grants provide funds to state arts agencies to assist planning, and program development and implementation pursuant to such planning, to develop and implement long-term strategies to encourage and assist relevant state and local education authorities to establish the arts as basic in education (including the development and implementation of sequential arts education curricula and program evaluation and documentation).

Applications and funding for Arts in Schools Basic Education Grants occur in two phases: Planning Grants—a "plan to plan" (see "Planning Grants" section on page 17) and Implementation Grants—the plan itself (see "Application Procedures/Implementation Grants" on page 20).

Eligibility

Only state arts agencies that meet the legal requirements on page 24 are operating under a Basic State Grant Plan approved by the Endowment may apply for Arts in Schools Basic Education Grants. Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 6 for important information.

State arts agencies need not have received a Planning Grant to be eligible for an Implementation Grant.

Executive Order 12372

The Arts in Schools Basic Education Grants category is subject to the provisions of Executive Order 12372, which provides for intergovernmental review of Federal programs. Instructions on compliance have been sent to each state arts agency.

Timeline

Timeline—FY 1990 Planning Grants

October 1989	Planning Grant applications due
December 1989	Panel review
February 1990	National Council on the Arts review
March 1990	Planning Grants awarded
May 1990	Planning Grants begin
March 1991	Implementation Grant applications due

If a state arts agency wishes to plan over a longer period of time, it may apply either for a one-time Planning Grant of up to \$20,000 for the extended period of time or for subsequent Planning Grants. Where the latter seems likely, applicants should so indicate in their initial Planning Grant application. States may, however, apply for continued planning whether or not this was indicated in the initial application.

Timeline—FY 1990 Implementation Grants

March 1990	Implementation Grant applications due
May 1990	Panel review
August 1990	National Council on the Arts review
September 1990	Implementation Grants awarded
October 1990	Implementation Grants begin

AISBEG/
Planning Grants

Funding for Planning Grants will be limited (see Grant Amounts section below). Those states wishing to undertake this initiative are required to submit a Planning Grant application to the Arts in Education Program postmarked no later than October 6, 1989.

Because successful Arts in Schools Basic Education Grants programs require extensive collaboration to support teaching and learning in the classroom, it is expected that applications from state arts agencies will reflect plans for broad consultation at state and local levels, with teachers, artists, arts administrators, representatives of arts institutions and education institutions, school officials, parents, and state and local officials.

Review Criteria

Planning Grant applications will be assessed on the basis of the following criteria (relative values are indicated):

- The appropriateness of philosophy, goals, and objectives to making the arts part of basic education. (40%)
- Comprehensiveness of the proposed planning process. (12.5%)
- Appropriateness and qualifications of personnel and organizations involved in achieving the goals and objectives. (12.5%)
- Adequacy of strategies, both short- and long-term, and procedures. (25%)
- Appropriateness of budget and schedule for stated goals and objectives. (10%)

Grant Amounts

Planning Grants of up to \$20,000 will be awarded based on competitive review of state arts agency Planning Grant applications. Receipt of a Planning Grant does not necessarily imply the award of further Planning Grants or an Implementation Grant.

Matching Funds

Grant funds may not pay more than one-half the project costs. Each grantee must match the funds on at least a one-to-one basis. Any in-kind matching used toward Endowment grants will be reviewed by the Advisory Panel and must be documented in line with Federal recordkeeping requirements. Priority will be given to those applicants who demonstrate they can provide a cash match.

Deadline and
Announcement Dates

AISBEG/Planning Grant applications must be postmarked on or before October 6, 1989, and should be for projects beginning May 1, 1990. Do not expect notification of grant awards or rejections before March 1990.

Late applications will be returned. Requests for deadline extensions will not be honored. Incomplete applications are unlikely to be funded.

GENERAL INSTRUCTIONS

Questions about the application package or procedures should be addressed to the Arts in Education Program at 202/682-5426.

The **original and two copies** (unless otherwise noted below) of the application package must be postmarked no later than October 6, 1989.

- All materials must be on one side only of 8½" by 11" paper.
- Do not bind or staple the application package; one binder clip or rubber band for each set will be sufficient.
- Use standard 10-pitch pica or 12-pitch elite. Do not reduce type to the point that it is unreadable.
- Copies submitted must be dark enough to recopy.
- Leave reasonable margins in your narrative presentation.
- If you use abbreviations or acronyms, define them so that the panelists can follow your narrative.
- Answer the application questions in as direct a manner as possible.

Procedures for applications follow immediately.

Send all materials under one cover to:

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

If an overnight delivery service is used, use 20004 as the zip code. The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Late applications will be returned. Requests for deadline extensions will not be honored. Incomplete applications are unlikely to be funded.

All applicants, including those requesting funds for a second (or more) year of planning, must submit all the materials listed below.

1. The Application Package Checklist on page 59.
2. **Cover letter.** Briefly describe any situations (e.g., economic, geographic, ethnic, and cultural characteristics) in your state which would affect your proposed project. Do not exceed one page.
3. **Application narrative.** Please respond to the items in the order in which they appear. The narrative (Parts A, B, C, D and E) must not exceed eight pages.

Part A: Introduction

- Provide a brief summary (no more than one paragraph) which highlights the major purpose of the proposed planning project.
- If your state has received a planning grant(s):
 - a. Provide a brief summary which highlights the major points of the previous grant(s), and
 - b. Indicate what actions, if any, were taken in response to panel comments on the previous planning application.

Part B: Project Scope

- Describe your agency's philosophy of making arts a part of basic education.
- Describe the goals and objectives for the planning grant.

Part C: Plan

- Describe the proposed planning process.
- Describe the strategies for addressing the goals and objectives stated above.

Part D: Personnel and Collaboration Organizations

- List the individuals and organizations to be involved and the nature of their involvement; e.g., teachers, artists, arts administrators, representatives of arts institutions and education institutions, school officials, parents, state and local officials, and representatives of diverse geographic, cultural, ethnic, and special populations (older adults, persons with disabilities, and institutionalized individuals) of the state.

Part E: Budget and Timeline

- Indicate the financial commitment at the state and local level and identify the sources of matching funds.
 - Outline the schedule for the stated goals and objectives.
4. Up to three letters (no more than two pages each) from collaborating organizations/agencies (e.g., state education departments, local school districts, arts education associations, arts institutions) which describe the specific nature of the collaboration.
 5. Application for Federal Assistance form (SF 424) on page 33. Instructions for completing this form can be found on page 25.
 6. Budget Information—Non-Construction Programs form (SF 424A) on pages 35–36. Instructions for completing this form can be found on pages 26–27.
 7. Assurances—Non-Construction Programs form (SF 424B) on pages 37–38. All applicants must submit a signed, completed form whether or not one has been submitted previously.
 8. State AIE Program Financial Overview (Form A) on pages 39–40. Instructions for completing Form A can be found on pages 28–29.
 9. Project Budget (Form B) on pages 41–53. Instructions for completing Form B can be found on pages 30–32.
 10. State Profile (Form C) on pages 55–56.
 11. The AISBEG Application Acknowledgment Card (original only) found on the back cover of this booklet.

**AISBEG/
Implementation Grants**

AISBEG/Implementation Grants will be awarded on the basis of the application process described below. Receipt of a Planning Grant does not necessarily imply awarding of an Implementation Grant. All applications will be subject to competitive review, with awards contingent upon quality and availability of funds.

State arts agencies need not have received a Planning Grant to be eligible for an Implementation Grant.

Multi-Year Grants

The Arts in Schools Basic Education Grants/Implementation Grants category is designed to operate under a multi-year grants system. This system is intended to encourage systematic implementation of long-range planning on the part of state arts agencies. States are encouraged to submit two- or three-year plans when first applying to this category. Because this program may involve significantly new directions, a state may choose initially to submit a one-year plan. Therefore, one-year plans will be accepted from applicants which have not received previous funding under this category; first-year grantees reapplying to this category will subsequently be required to submit multi-year plans.

Multi-year application narratives must include a program description and detailed budget for two or three years of activity, and grantees must annually submit a progress report and inform the Endowment of any changes in their program design. Approval is contingent on determination by the Chairman of the Endowment, after receipt of advice from the National Council on the Arts and the Arts in Education Program Advisory Panel, that the applicant has demonstrated the ability to plan on a multi-year basis and make progress in developing and assisting implementation of long-term strategies toward making the arts basic in education and has satisfactorily addressed all eligibility requirements and review criteria.

Review Criteria

Implementation Grant applications submitted by state arts agencies (as presented according to the application procedures and questions on pages 21 through 23) will be assessed on the basis of the following criteria (relative values are indicated):

- A. Comprehensiveness of the planning process in assessing needs and opportunities for making long-term progress in establishing the arts as a basic subject in elementary and secondary schools at the state and/or local level. (25%)
 1. Adequacy of planning in developing information about, and substantively addressing the goal of, making progress in establishing the arts as basic, i.e., a subject with established instructional goals and objectives for student achievement, curricula and resources, and evaluation procedures for performance measures.
 2. Effectiveness of the process, sequence, and content of activities.
 3. Extent to which planning indicates consultation between the state arts agency and the state education agency; involvement in the planning of a broad range of knowledgeable representatives of the arts, arts education, and education communities.
 4. Involvement in the planning of a broad range of knowledgeable representatives encompassing the diverse geographic, cultural, ethnic, and special populations (older adults, persons with disabilities, and institutionalized individuals) of the state.
 - B. Extent to which goals and objectives, based on identified needs, have the potential to promote long-term progress in establishing the arts as a part of basic education. (30%)
 1. Adequacy of rationale for determination of needs, priorities, and multi-year goals to be addressed.
 2. Extent to which needs and priorities create potential for progress in establishing the arts as a part of basic education.
-

 Review Criteria,
continued

 C. Responsiveness and reasonableness of program plan. (30%)

1. Extent to which the planned program activities appear to meet the objectives and have the potential for establishing the arts as a part of basic education.
2. Adequacy of rationale for degree of program participation by the arts and education communities, as well as by the diverse geographic, cultural, ethnic, and special populations of the state.
3. Extent to which planning and programming procedures (e.g., process for participant selection, panel review, use of contract agreements, level of state arts agency staff support, etc.) ensure program quality.
4. Relationship of budget to program design.

D. Appropriateness of program evaluation procedures in measuring progress toward specific goals and objectives stated above. (15%)

 Grant Amounts

AISBEG/Implementation Grants offer funding up to \$50,000 for one-year projects, up to \$100,000 for two-year projects, or up to \$150,000 for three-year projects. Grant amounts will be based on the scope of the entire project. Grant funds will be released as matching funds are secured and expended in accordance with the project budget.

 Matching Funds

Grant funds may not pay more than one-half the project costs. Each grantee must match the funds on at least a one-to-one basis. Any in-kind matching used toward Endowment grants will be reviewed by the Advisory Panel and must be documented in line with Federal recordkeeping requirements. Priority will be given to those applicants who demonstrate they can provide a cash match.

 Deadline and
Announcement Dates

AISBEG/Implementation Grant applications must be postmarked on or before March 1, 1990, and should be for projects beginning October 1, 1990. Do not expect notification of grant awards or rejections before September 1990.

Late applications will be returned. Requests for deadline extensions will not be honored. Incomplete applications are unlikely to be funded.

 Application Procedures/
Planning Grants

General Instructions

Questions about the application package or procedures should be addressed to the Arts in Education Program at 202/682-5426.

The **original and two copies** (unless otherwise noted below) of the application package must be postmarked no later than March 1, 1990.

- All materials must be on one side only of 8½" by 11" paper.
- Do not bind or staple the application package; one binder clip or rubber band for each set will be sufficient.
- Use standard 10-pitch pica or 12-pitch elite. Do not reduce type to the point that it is unreadable.
- Copies submitted must be dark enough to recopy.
- Leave reasonable margins in your narrative presentation.
- If you use abbreviations or acronyms, define them so that the panelists can follow your narrative.
- Answer the application questions in as direct a manner as possible.

Procedures for applications follow immediately.

Send all materials under one cover to:

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If an overnight delivery service is used, use 20004 as the zip code. The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

Late applications will be returned. Requests for deadline extensions will not be honored. Incomplete applications are unlikely to be funded.

All applicants must submit all the materials listed below.

1. The Application Package Checklist on page 59.
2. **Cover letter.** Briefly describe any situations (e.g., economic, geographic, ethnic, and cultural characteristics) in your state which would affect your proposed project. Do not exceed one page.
3. **Application narrative.** Please respond to the items in the order in which they appear. The narrative (Parts A, B, C, D and E) must not exceed 20 pages.

Part A: Introduction

- Provide a brief summary (no more than one paragraph) which highlights the major purpose of the proposed implementation project.
- If your agency has received an implementation grant:
 - a. Provide a brief summary which highlights the major points of the previous grant(s), and
 - b. Indicate what actions, if any, were taken in response to panel comments on the previous application.

Part B: Planning and Identification of Needs

- Summarize your planning process, including the sequence and contents of activities.
- Describe the extent to which the planning process involved consultation between your agency and the state education agency; representatives of the arts, arts education, and education communities; and representatives of diverse geographic, cultural, ethnic, and special populations (older adults, persons with disabilities, and institutionalized individuals) of the state.
- Describe the key needs and issues which emerged from the planning process to make the study of the arts a basic part of education.
- Briefly describe the relationship of your SAEG grant (or request) to your AISBEG/Implementation proposal.

Part C: Long-Term Impact

- Provide a prioritized list of identified goals and objectives which your state can most effectively address.
- Describe the extent to which identified goals and objectives have the potential to promote long-term progress in establishing the arts as a part of basic education.

Part D: Implementation Plan

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- Describe your strategies and timeline for addressing the identified goals and objectives.
- Describe the extent to which planning and programming procedures (e.g., process for participation selection, panel review, use of contract agreements, level of state arts agency staff support, etc.) will ensure program quality.
- Describe the planned collaboration between your agency and the state education agency; representatives of the arts, arts education, and education communities; and representatives of diverse geographic, cultural, ethnic, and special populations (older adults, persons with disabilities, and institutionalized individuals) of the state.
- Describe your plans for obtaining matching funds and indicate how the Federal and matching funds will be used.

Part E: Evaluation

- Describe your planned evaluation strategies and methodologies including documentation, testing, and evaluation to be solicited from schools or other institutions participating in the AISBEG/Implementation Grants programs.
 - Describe your procedures to incorporate evaluation findings into future program design.
 - Indicate plans, if applicable, for use of a third-party evaluator(s) and the nature of the evaluation.
4. Up to three letters (no more than two pages each) from collaborating organizations/agencies (e.g., state education departments, local school districts, arts education associations, arts institutions) which describe the specific nature of the collaboration.
 5. Application for Federal Assistance form (SF 424) on page 33. Instructions for completing this form can be found on page 25.
 6. Budget Information—Non-Construction Programs form (SF 424A) on pages 35–36. Instructions for completing this form can be found on pages 26–27.
 7. Assurances—Non-Construction Programs form (SF 424B) on pages 37–38. All applicants must submit a signed, completed form whether or not one has been submitted previously.
 8. State AIE Program Financial Overview (Form A) on pages 39–40. Instructions for completing Form A can be found on pages 28–29.
 9. Project Budget (Form B) on pages 41–53. Instructions for completing Form B can be found on pages 30–32.
 10. State Profile (Form C) on pages 55–56.
 11. The AISBEG Application Acknowledgment Card (original only) found on the back cover of this booklet.

Application Information for Organizations

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax-exempt.¹ Organizations qualifying for this status must meet the following criteria:
 - (1) No part of net earnings may benefit a private stockholder or individual.
 - (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.
- Compensate professional personnel, laborers, and mechanics on Arts Endowment-supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.
- Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Drug-Free Workplace Act of 1988, and, where applicable, Title IX of the Education Amendments of 1972. Title VI, Section 504, and the Age Discrimination Act bar discrimination on the basis of race, color, national origin, personal handicap, or age in Federally assisted projects. The Drug-Free Workplace Act of 1988 requires that recipients of Federal grants certify that they will provide a drug-free workplace. Title IX, prohibits discrimination on the basis of sex in Federally assisted education programs and activities; and

Comply with National Endowment for the Arts regulations (45 C.F.R. 1154) implementing Executive Order 12549, "Debarment and Suspension," requiring applicants to certify that they have not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a grant by any Federal department or agency. It also requires that applicants include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals. A copy of 45 C.F.R. 1154 is available from the Endowment's Office of the General Counsel.

You must submit an Assurances—Non-Construction Programs form (SF 424B) regarding the above with each application to the National Endowment for the Arts. A form is provided at the back of these guidelines.

¹ Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organizations Office, 31 Hopkins Plaza, Baltimore, Maryland 21201 (301/962-2590).

Reporting Burden

Public reporting burden for this collection of information is estimated to average 36 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Program Coordination Office, Room 516, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0082), Washington, D.C. 20503.

**Instructions for Completing
Application for Federal Assistance
(SF 424)**

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Standard Form 424 on page 33 is a required cover sheet for applications submitted by state and local government agencies for Federal assistance. It is used by Federal agencies to obtain applicant certification that states which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission. It is also used to obtain certification of the applicant's Authorizing Officials. Several of the items have already been completed. The following provides instructions for the remaining items.

2. Date application submitted to the Arts Endowment and applicant's control number, if applicable.
3. State use only, if applicable.
5. Legal name of applicant, name of primary organizational unit which will undertake the assistance activity, complete address of the applicant, and name and telephone number of the person to contact on matters related to this application. If this is someone other than the AIE Coordinator, also include here the name of the AIE Coordinator.
6. Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.
11. Enter a brief descriptive title of the project.
12. List only the largest entities affected (e.g., state, counties, cities).
13. Self-explanatory.
14. List the applicant's Congressional District and any District(s) affected by the program or project.
15. Complete Budget Information—Non-Construction Programs form (SF 424A) on pages 35–36 and the Project Budget (Form B) on pages 41–53 before completing this item.

Show the amount requested and applicable match for the entire grant period (e.g., if you are applying for a three-year AISBEG/Implementation grant, show the total amount requested for all three years).

Federal: Show amount requested.
Applicant: Show SAA.
Local: Show local.
Other: Show total of funds from state departments of education, cash/other and in-kind.

Amounts must agree with the amounts in Section A and C of the Budget Information—Non-Construction Programs form (SF 424A) and the Project Budget (Form B) and Match.
16. Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
17. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent, audit disallowances, loans, and taxes.
18. To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. The Authorizing Official who signs should be the Executive Director of the agency, unless that individual is a member of the Arts Endowment's advisory panel reviewing the category for which support is being requested. If the Executive Director is a member of one of these advisory panels, the Authorizing Official should be some other agency representative with the authority to legally obligate the agency.

**Instructions for Completing
Budget Information—
Non-Construction Programs
(SF 424A)**

Standard Form 424A on pages 35–36 is required for all applications submitted by state and local government agencies for Federal assistance. Before completing SF 424A, complete the Project Budget (Form B) on pages 41–53. The amounts presented on the SF 424A are the same as those shown on the Project Budget (Form B).

Enter figures for each of the year or years for which you are requesting project support. Direct administrative expenses must be allocated appropriately to the various cost categories of your proposed project. Federal funds may not be used to pay more than 50 percent of the project costs. Anticipated matching funds should be shown on the application and on subsequent Requests for Advance or Reimbursement. Please type your state name in the space provided at the top of each sheet. Several items have already been completed.

Section A: Budget Summary

- Column (e). Enter the amount of Federal funds to be requested in each year covered by your proposal.
- Column (f). Enter the estimated total cash and in-kind match anticipated for your proposed project. The non-Federal share shown in Column (f) should correspond to Section C, Column (e).
- Column (g). Enter total estimated expenditures. Totals shown in Section A, Column (g) should correspond to program totals shown in Section B, line 6k.
- Totals for each year in Section A, Column (g) should correspond to the totals in Section B, line 6.k.

Section B: Budget Categories

- Line 6a. Personnel. Enter anticipated salary/compensation costs specifically attributable to the program, including state arts agency contractual personnel, if applicable.
- Line 6b. Fringe benefits. Enter applicable anticipated fringe benefits.
- Line 6c. Travel. Enter anticipated travel costs directly related to the grant's programs. It is understood that travel is paid in accordance with official state travel practices.
- Line 6d. Equipment. Enter costs of all special equipment (items costing \$5,000 or more per unit with a useful life of more than one year) needed for the program by the state arts agency.
- Line 6e. Supplies. Enter all supply costs (e.g., stationery, desk supplies, equipment costing less than \$5,000 per unit or with an estimated useful life of one year or less).
- Line 6f. Contractual. Enter anticipated sub-grants and contracts (other than state arts agency contractual personnel shown on line 6a). Do not itemize expenses within sub-grants and contracts.
- Line 6g. Construction. Not applicable.
- Line 6h. Other. Enter any additional direct costs that are specifically identifiable with the project but which cannot be identified in any of the above categories (e.g., rent, utilities, postage, printing, equipment rental).
- Line 6i. Total Direct Charges. Enter total of lines 6a–6h.
- Line 6j. Indirect Charges. Enter amount of indirect costs as computed by applying the negotiated indirect cost rate (refer to Section F, Line 22 on page 27). The budget may not include both a direct distribution of administrative costs and an allowance for indirect costs.
- Line 6k. Totals. Direct plus Indirect Charges (Line 6i + Line 6j). The total should be the same as in Section A, Column (g).

Section C: Non-Federal Resources

- Column (a). Enter type of application (i.e., SAEG, AISBEG/Planning, or AISBEG/Implementation) for the applicable grant period.
- Column (b). Enter the amount of state arts agency monies (dollars appropriated by the state legislature to the state arts agency) you expect to expend on this project. This item corresponds to the SAA amount shown on the Project Budget (Form B).
- Column (c). In-kind. Enter total amount of in-kind match.
- Column (d). Enter the estimated total of cash match from other sources (e.g., local governments, state departments of education) for your proposed project. The items correspond by year to their respective items on the Project Budget (Form B).
- Column (e). Enter totals of Columns (b), (c), and (d). These figures should agree with Section A, Column (f).

Section D: Forecasted Cash Needs

Not applicable.

Section E: Budget Estimates of
Federal Funds Needed for
Balance of Project

Not applicable.

Section F: Other Budget Information

Line 21. Direct Charges. Use this space to explain amounts for individual direct object-class cost categories that may appear to be out of the ordinary.

Line 22. Indirect Charges. Enter the type of indirect rate (provisional, predetermined, final, or fixed) that will be in effect during the grant period, the estimated amount of the base to which the rate is applied, and the total indirect expense. The amount entered in this section must be supported by a negotiated agreement between the state arts agency and the Federal government setting forth the details of the established rate. If you wish to establish a negotiated indirect cost rate or have any questions about indirect costs, contact the National Endowment for the Arts, Audit Office, Room 207, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 for information on procedures for submitting indirect cost proposals or receiving related technical assistance. Otherwise, you should plan to clearly identify directly related administrative costs for each category.

Line 23. Remarks. If your agency receives a direct appropriation from the state legislature for this arts in education program please indicate the amount here. Note: This amount should also be included with other state-appropriated monies in Section C, Column (b). Do not include the dollar amount in your match if it has already been (or will be) included in your Basic State Grant application to the Endowment's State Programs.

**Instructions for Completing
State AIE Program
Financial Overview
(Form A)**

The State AIE Program Financial Overview (Form A) on pages 39-40 reflects the total fiscal activity of your agency's AIE programs.

In order to provide comparability between fiscal years, be sure that categories of expenditures and income are consistently applied through all the years. The projections should be prepared on the assumption that an AIE Grant is awarded at the amount requested.

Not every line-item will pertain to every state. If a line-item is not applicable, please leave it blank.

Provide footnotes on a separate page to clarify information. Please specify in the footnotes any in-kind income and expenditures and the amount(s).

Round all dollar amounts to the nearest \$10.

The following grid displays for each type of application the fiscal year financial data to be provided.

	<u>FY 88-89</u>	<u>FY 89-90</u>	<u>FY 90-91</u>	<u>FY 91-92</u>	<u>FY 92-93</u>
SAEG applications					
Single Year	X	X	X		
1st year of a 2-year multi	X	X	X	X	
1st year of a 3-year multi	X	X	X	X	X
2nd year update to a 2-year multi	X	X	X		
2nd year update to a 3-year multi	X	X	X	X	
3rd year update to a 3-year multi	X	X	X		
ASBEG Applications					
Planning	X	X	X		
1-year Implementation	X	X	X		
2-year Implementation	X	X	X	X	
3-year Implementation	X	X	X	X	X

1. Expenditures

- a. Personnel. Include salaries and wages for all permanent employees, including state arts agency contractual personnel, if applicable. Consultants and other contractors should be placed under Item f., "Contractual."
- b. Fringe benefits. Include applicable anticipated fringe benefits.
- c. Travel. Include expenditures for permanent employees and consultants. Foreign travel, if any is intended, must be specified in this section.
- d. Equipment. Include purchased equipment costing \$5,000 or more per unit with an estimated useful life of more than one year (e.g., major office equipment, video and electronic equipment).
- e. Supplies. Include consumable supplies, raw materials, and items costing less than \$5,000 per unit or with an estimated useful life of one year or less (e.g., paper, pens, desk supplies, software).
- f. Contractual. Include anticipated sub-grants and contracts (other than state arts agency contractual personnel included in Item a. above). Do not itemize expenses within sub-grants and contracts.
- g. Other. Include and describe any additional direct costs that are specifically identifiable with your AIE programs but which cannot be allocated to any of the above categories (e.g., rent, utilities, postage, printing, equipment rental).

2. Income

- a. State arts agency. Include the amount of your state arts agency's legislative appropriations expended on your AIE programs.
- b. State Department of Education. Include funds from state departments of education.
- c. Local. Include funds from local PTAs, local school boards, businesses, or fundraising events.
- d. Cash/Other. Include funds from organizations, agencies, institutions, private foundations.
- e. Arts Endowment grants. Include all grants received from the National Endowment for the Arts.
- f. In-kind. Include in-kind contributions, defined as the value of goods or services provided at no cost to the applicant (e.g., volunteer services, rent-free space, equipment). The valuation of in-kind goods and services should be determined in accordance with criteria set forth in OMB Circular A-102. In-kind donations must also appear as expenditures.

Items 3 through 8 are self-explanatory.

**Instructions for Completing
Project Budget
(Form B)**

The Project Budget (Form B) on pages 41-53 reflects the costs and income (both summary and detail) of the project.

For Section I, Summary of Estimated Project Costs, and Section II, Summary of Estimated Project Income, on page 41, the figures provided must correspond to the subtotals shown in the subsequent budget breakdown.

For Section III, Budget Breakdown of Estimated Project Costs, on page 43-51 and Section IV, Budget Breakdown of Estimated Project Income, on page 53, the figures provided should reflect your projected cash flow for the proposed project.

The following grid displays for each type of application the fiscal year financial data to be provided.

	<u>FY 90-91</u>	<u>FY 91-92</u>	<u>FY 92-93</u>
SAEG applications			
Single Year	X		
1st year of a 2-year multi	X	X	
1st year of a 3-year multi	X	X	X
2nd year update to a 2-year multi	X		
2nd year update to a 3-year multi	X	X	
3rd year update to a 3-year multi	X		
AISBEG Applications			
Planning	X		
1-year Implementation	X		
2-year Implementation	X	X	
3-year Implementation	X	X	X

Direct costs are those which can specifically be identified with the project for the entire grant period.

- a. Salaries and wages. Include permanent employees, including state arts agency contractual personnel, if applicable. Consultants and other contractors should be placed under Item f., "Contractual."

Salaries and wages must be estimated at rates no less than the prevailing minimum compensation rate as set out in the Code of Federal Regulations (see page 24). It is understood that the pay scale may change during the grant period.

- b. Fringe benefits. Enter applicable anticipated fringe benefits.

- c. Travel. Include expenditures for permanent employees and consultants. Must be estimated according to the official state travel practice. Foreign travel, if any is intended, must be specified in this section.

- d. Equipment. Include purchased equipment costing \$5,000 or more per unit with an estimated useful life of more than one year (e.g., major office equipment, video and electronic equipment).

- e. Supplies. Include consumable supplies, raw materials for the fabrication of project items, and items costing less than \$5,000 per unit or with an estimated useful life of one year or less (e.g., paper, pens, desk supplies, software).

Neither Federal nor matching funds can be used for entertainment (e.g., food, reception, invitations).

- f. Contractual. Enter anticipated sub-grants and contracts (other than state arts agency contractual personnel shown in Item a. above). Do not itemize expenses within sub-grants and contracts.

With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee or rate.

Faculty salaries are unallowable except in the following situations:

1. Replacement costs to hire substitute teachers who will cover the regular duties of a faculty member so that the faculty member is available to perform activities in relation to the proposed project. The project-related tasks cannot be a regular function of the faculty member's salaried position.
2. Payment to a faculty member for those grant-related functions that are above and beyond the regular scope of tasks included in the faculty member's regular, salaried position.

- g. Other. Include and describe the nature of any additional direct costs that are specifically identifiable with your proposed project but which cannot be allocated to any of the above categories (e.g., rent, utilities, postage, printing, equipment rental).

Do not include entertainment, fines and penalties, bad debt costs, contingencies, or miscellaneous.

Indirect costs are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Nancy Hanks Center, Room 207, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency.

II. Summary of
Estimated Project Income
and IV. Budget Breakdown of
Estimated Project Income

Specify all sources of anticipated matching funds for the entire grant period.

Cash match.

- a. SAA. Include projected amounts of state arts agency's legislative appropriation allocated to the project.
- b. State Department of Education. Include funds from state departments of education for the project.
- c. Local. Include cash raised from local PTAs, local school boards, businesses, or fundraising events.
- d. Cash/Other. Include other cash from organizations, agencies, and institutions allocated for the project.

In-kind support. Include in-kind donations anticipated for this project. In-kind is defined as the value of goods or services provided at no cost to the applicant (e.g., volunteer services, rent-free space, equipment). The valuation of in-kind goods and services should be determined in accordance with criteria set forth in OMB Circular A-102. In-kind donations must also appear as expenditures in the project budget.

Total AIE Funds Requested. In Section II, indicate total amount requested; in Section IV, show AIE funds in the year(s) the funds will be expended.

APPLICATION FOR FEDERAL ASSISTANCE

Please see instructions on page 25.

OMB Approval No. 0348-0043

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1. TYPE OF SUBMISSION: Application ☐ Construction ☒ Non-Construction Preapplication ☐ Construction ☒ Non-Construction		2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE		State Application Identifier	
4. DATE RECEIVED BY FEDERAL AGENCY		Federal Identifier	

5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit:	
Address (give city, county, state, and zip code):		Name and telephone number of the person to be contacted on matters involving this application (give area code) Project Director: _____ Phone: _____	

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 	7. TYPE OF APPLICANT: (enter appropriate letter in box) A A State B County C Municipal D Township E Interstate F Intermunicipal G Special District H Independent School Dist I State Controlled Institution of Higher Learning J Private University K Indian Tribe L Individual M Profit Organization N Other (Specify) _____
--	--

8. TYPE OF APPLICATION: ☒ New ☐ Continuation ☐ Revision If Revision, enter appropriate letter(s) in box(es): ☐ ☐ A Increase Award B Decrease Award C Increase Duration D Decrease Duration Other (specify): _____	9. NAME OF FEDERAL AGENCY: National Endowment for the Arts
---	--

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 4 5 0 0 3 Arts in Education	11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
---	--

12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.): 	13. PROPOSED PROJECT: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; border-bottom: 1px solid black;">Start Date</td> <td style="width:50%; border-bottom: 1px solid black;">Ending Date</td> </tr> </table>	Start Date	Ending Date
Start Date	Ending Date		

14. CONGRESSIONAL DISTRICTS OF: a Applicant b Project	15. ESTIMATED FUNDING: <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:15%;">a Federal</td> <td style="width:15%;">\$</td> <td style="width:15%; text-align: right;">.00</td> </tr> <tr> <td>b Applicant</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>c State</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>d Local</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>e Other</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>f Program income</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> <tr> <td>g TOTAL</td> <td>\$</td> <td style="text-align: right;">.00</td> </tr> </table>	a Federal	\$	.00	b Applicant	\$	.00	c State	\$	.00	d Local	\$	.00	e Other	\$	.00	f Program income	\$	.00	g TOTAL	\$	.00
a Federal	\$	.00																				
b Applicant	\$	.00																				
c State	\$	.00																				
d Local	\$	.00																				
e Other	\$	.00																				
f Program income	\$	.00																				
g TOTAL	\$	.00																				

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS? a YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE _____ b NO ☐ PROGRAM IS NOT COVERED BY E.O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? ☐ Yes If "Yes," attach an explanation. ☐ No
---	---

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED		
a Typed Name of Authorized Representative	b Title	c Telephone number
d Signature of Authorized Representative		e Date Signed

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Standard Form 424 (REV 4-88)
Prescribed by OMB Circular A-102

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BUDGET INFORMATION — Non-Construction Programs

State: _____
Please see instructions on pages 26-27.

SECTION A — BUDGET SUMMARY

Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		Total (g)
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	
1. 1990-91	45.003	\$	\$	\$	\$	\$
2. 1991-92	45.003					
3. 1992-93	45.003					
4.						
5. TOTALS		\$	\$	\$	\$	\$

SECTION B — BUDGET CATEGORIES

Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)
	(1) 1990-91	(2) 1991-92	(3) 1992-93	(4)	
a. Personnel	\$	\$	\$	\$	\$
b. Fringe Benefits					
c. Travel					
d. Equipment					
e. Supplies					
f. Contractual					
g. Construction	n/a	n/a	n/a	n/a	n/a
h. Other					
i. Total Direct Charges (sum of 6a - 6h)					
j. Indirect Charges					
k. TOTALS (sum of 6i and 6j)	\$	\$	\$	\$	\$
7. Program Income	\$	\$	\$	\$	\$

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SECTION C - NON-FEDERAL RESOURCES						
Applicant: _____	(a) Grant Program	(b) SAA	(c) In-kind	(d) Other Sources	(e) TOTALS	
8. 1990-91		\$	\$	\$	\$	
9. 1991-92						
10. 1992-93						
11.						
12. TOTALS (sum of lines 8 and 11)		\$	\$	\$	\$	

SECTION D - FORECASTED CASH NEEDS				
	Total for 1st Year	FUTURE FUNDING PERIODS (Years)		
		1st Quarter	2nd Quarter	3rd Quarter
13. Federal	\$	\$	\$	\$
14. NonFederal				
15. TOTAL (sum of lines 13 and 14)	\$	\$	\$	\$

SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT				
(a) Grant Program	FUTURE FUNDING PERIODS (Years)			
	(b) First	(c) Second	(d) Third	(e) Fourth
16.	\$	\$	\$	\$
17.				
18.				
19.				
20. TOTALS (sum of lines 16-19)	\$	\$	\$	\$

SECTION F - OTHER BUDGET INFORMATION (Attach additional Sheets if Necessary)	
21. Direct Charges:	22. Indirect Charges:
23. Remarks	



Assurances—Non-Construction Programs

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§ 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§ 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol or drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. § 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other discrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§ 276a and 276a-7), the Copeland Act (40 U.S.C. § 276c and 18 U.S.C. §§ 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§ 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and the Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. § 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).

(continued on reverse)

12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§ 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§ 4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with National Endowment for the Arts regulations (45 C.F.R. 1154) implementing Executive Order 12549, "Debarment and Suspension," requiring applicants to certify that they have not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a grant by any Federal department or agency. It also requires that applicants include this clause without modification in all lower tier covered transactions (excluding contracts under \$25,000), solicitations, and proposals. A copy of 45 C.F.R. 1154 is available from the Endowment's Office of the General Counsel. Where the applicant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to these Assurances.
19. Will comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations) requiring applicants to certify that they will provide a drug-free workplace by:
 - (a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - (b) establishing a drug-free awareness program to inform employees about—
 - (1) the dangers of drug abuse in the workplace;
 - (2) the grantee's policy of maintaining a drug-free workplace;
 - (3) any available drug counseling, rehabilitation, and employee assistance programs; and
 - (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - (c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - (d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - (1) abide by the terms of the statement; and
 - (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
 - (e) notifying the agency within ten days after receiving notice under subparagraph (d)(2) from an employee otherwise receiving actual notice of such conviction;
 - (f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - (1) taking appropriate personnel action against such an employee, up to and including termination; or
 - (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
 - (g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
20. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

Signature of Authorized Certifying Official

Title

Applicant Organization

Date submitted

Applicant's mailing address

FY 1990 Arts in Education Program State AIE Program Financial Overview Form A

Page 1

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Check one:

State: _____

- ☐ SAEG single-year application
☐ SAEG first year of a multi-year application
☐ SAEG update application
- ☐ AISBEG/Planning application
☐ AISBEG/Implementation application

This form reflects the total fiscal activity of your agency's AIE programs.

Please see instructions on pages 28-29.

(Round to nearest \$10)

	1988-89	1989-90	1990-91	1991-92 (est.)	1992-93 (est.)
1. EXPENDITURES					
a. Personnel	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b. Fringe benefits	_____	_____	_____	_____	_____
c. Travel	_____	_____	_____	_____	_____
d. Equipment	_____	_____	_____	_____	_____
e. Supplies	_____	_____	_____	_____	_____
f. Contractual	_____	_____	_____	_____	_____
g. Other (describe) _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Total expenditures	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

	1988-89	1989-90	1990-91	1991-92 (est.)	1992-93 (est.)
2. INCOME					
a. State arts agency	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
b. State Department of Education	_____	_____	_____	_____	_____
c. Local (describe) _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
d. Cash/Other (describe) _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
e. Arts Endowment Grants					
AIE-SAEG	_____	_____	_____	_____	_____
AIE-AISBEG/Planning	_____	_____	_____	_____	_____
AIE-AISBEG/Implementation	_____	_____	_____	_____	_____
AIE-Special Projects	_____	_____	_____	_____	_____
Basic State Grant	_____	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____	_____
f. In-kind (describe) _____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
Total income	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**FY 1990 Arts in Education Program
State AIE Program Financial Overview
Form A (Continued)**

State: _____

	1988-89	1989-90	1990-91	1991-92 (est.)	1992-93 (est.)
3. Total agency budget	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
4. Total discretionary funds available	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
5. Amount of discretionary funds allocated to AIE activities	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

6. Are there line-item legislative allocations for Arts in Education in your state?

____ Yes ____ No If yes, provide amounts:

	1988-89	1989-90	1990-91	1991-92 (est.)	1992-93 (est.)
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

7. Are there any restrictions (either administrative or programmatic) on expenditures related to your AIE program?

____ Yes ____ No If yes, please describe:

8. Permanent or contractual staff support. Provide below a list of all regular employees of your agency who work on your AIE program. Include both salaried and contractual personnel; exclude artists who spend more than 50% of their time away from your offices. Indicate by asterisk personnel who are Native American, Asian, Black, Hispanic, or disabled. Also indicate the percentage of time each individual devotes to AIE activities.

PRIOR YEAR			CURRENT YEAR			GRANT PERIOD		
Staff Member	Title	% Time	Staff Member	Title	% Time	Staff Member	Title	% Time

FY 1990 Arts in Education Program Project Budget Form B

Page 1

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Check one:

State: _____

Grant Period: _____ to _____

- ☐ SAEG single-year application
☐ SAEG first year of a multi-year application
☐ SAEG update application

- ☐ AISBEG Planning application
☐ AISBEG Implementation application

Please see instructions on pages 30-32 and chart on page 30.

(Round to nearest \$10)

I. SUMMARY OF ESTIMATED PROJECT COSTS

Direct costs	Total costs (for the entire grant period)
a. Salaries and wages.....	\$ _____
b. Fringe benefits.....	_____
c. Travel.....	_____
d. Equipment.....	_____
e. Supplies.....	_____
f. Contractual.....	_____
g. Other.....	_____
Total direct costs	\$ _____
Indirect costs.....	\$ _____
Total costs for this project	\$ _____

II. SUMMARY OF ESTIMATED PROJECT INCOME

	Total income (for the entire grant period)
Cash Match	
a. State Arts Agency.....	\$ _____
b. State Department of Education.....	_____
c. Local.....	_____
d. Cash/Other.....	_____
Total cash match	\$ _____
In-kind support.....	\$ _____
Total cash and in-kind match	\$ _____
TOTAL ARTS IN EDUCATION FUNDS REQUESTED.....	\$ _____
Total income for this project	\$ _____

TOTAL INCOME MUST EQUAL TOTAL COSTS

**FY 1990 Arts in Education Program
Project Budget
Form B (Continued)**

Page 2

(Round to nearest \$10)

State: _____

Please see instructions on pages 30-32
and chart on pages 30.

III. BUDGET BREAKDOWN OF ESTIMATED PROJECT COSTS

DIRECT COSTS		1st Year FY 90-91	2nd Year FY 91-92	3rd Year FY 92-93	Total amount for entire grant period
a. Salaries and wages					
Title and/or type of personnel	Time devoted to project	Rate of compensation			
		\$	\$	\$	\$
Total salaries and wages		\$	\$	\$	\$
b. Fringe benefits					
Total fringe benefits		\$	\$	\$	\$
Total salaries including fringe benefits		\$	\$	\$	\$

FY 1990 Arts in Education Program
Project Budget
Form B (Continued)

(Round to nearest \$10)

State: _____

III. BUDGET BREAKDOWN OF ESTIMATED PROJECT COSTS

c. Travel				1st Year FY 90-91	2nd Year FY 91-92	3rd Year FY 92-93	Total amount for entire grant period
Transportation No. of travelers	From	To		\$	\$	\$	\$
			Total transportation of personnel	\$	\$	\$	\$
Subsistence No. of travelers	No. of days	Daily rate					
			Total subsistence	\$	\$	\$	\$
			Total transportation plus total subsistence	\$	\$	\$	\$

**FY 1990 Arts in Education Program
Project Budget
Form B (Continued)**

Page 4

(Round to nearest \$10)

State: _____

III. BUDGET BREAKDOWN OF ESTIMATED PROJECT COSTS

	1st Year FY 90-91	2nd Year FY 91-92	3rd Year FY 92-93	Total amount for entire grant period
d. Equipment	\$ _____	\$ _____	\$ _____	\$ _____
Total equipment	\$ _____	\$ _____	\$ _____	\$ _____
e. Supplies	\$ _____	\$ _____	\$ _____	\$ _____
Total supplies	\$ _____	\$ _____	\$ _____	\$ _____

Page 5

(Round to nearest \$10)

1. Contractual

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Page 6

(Round to nearest \$10)

III. BUDGET BREAKDOWN OF ESTIMATED PROJECT COSTS

g. Other		1st Year FY 90-91	2nd Year FY 91-92	3rd Year FY 92-93	Total amount for entire grant period
		\$	\$	\$	\$
Total Other		\$	\$	\$	\$
INDIRECT COSTS					
Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency					
Rate _____ % Base \$ _____					
Agency: _____					
TOTAL COSTS FOR THIS PROJECT					
		\$	\$	\$	\$

**FY 1990
Project Budget
Form B (Continued)**

Page 7

(Round to nearest \$10)

State: _____

IV. BUDGET BREAKDOWN OF ESTIMATED PROJECT INCOME

CASH MATCH	1st Year FY 90-91	2nd Year FY 91-92	3rd Year FY 92-93	Total amount for entire grant period
a. State arts agency	\$ _____	\$ _____	\$ _____	\$ _____
b. State Department of Education	\$ _____	\$ _____	\$ _____	\$ _____
c. Local (describe)	\$ _____	\$ _____	\$ _____	\$ _____
Total Local	\$ _____	\$ _____	\$ _____	\$ _____
d. Cash/Other (describe)	\$ _____	\$ _____	\$ _____	\$ _____
Total Cash/Other	\$ _____	\$ _____	\$ _____	\$ _____
IN-KIND SUPPORT (describe)	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL IN-KIND	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL CASH MATCH AND IN-KIND	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL AIE FUNDS REQUESTED	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL PROJECT INCOME	\$ _____	\$ _____	\$ _____	\$ _____

FY 1990 Arts in Education Program State Profile Form C

Page 1

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Check one:

State: _____

- ☐ SAEG single-year application
☐ SAEG first year of a multi-year application
☐ SAEG update application

- ☐ AISBEG Planning application
☐ AISBEG Implementation application

1. State Population: _____ as of: _____

Based on population cited provide the following:

Ethnic and special populations:

- _____ % White
 _____ % Black
 _____ % Hispanic
 _____ % Asian
 _____ % Native American
 _____ % Other

- _____ % Older adults
 _____ % Disabled individuals*
 _____ % Institutionalized populations

*Indicate the definition of "disabled individuals" used by your state.

2. Describe the geographic characteristics of your state.

3. Describe your state in terms of its political, economic, cultural, and educational characteristics.

FY 1990 Arts in Education Program State Profile Form C (Continued)

State: _____

4. Provide the following for your state:

	Public	Private/ Parochial	Public and Private/ Parochial
Number of schools			
Student population, K-12			
% of minorities in schools			

Number of public school districts: _____

*Indicate the definition of "minorities" used by your state.

5. a. Does your state have high school graduation requirement in the arts?

_____ Yes _____ No If yes, please describe:

b. Do any colleges or universities in your state have entrance requirements in the arts?

_____ Yes _____ No If yes, please describe:

State Arts in Education Grants Application Checklist

Fiscal Year 1990

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State: _____

Instructions

Complete this checklist and enclose it as the first item in your application package. Submit the original and two copies of each item unless otherwise noted below. The application package must be postmarked no later than the deadline dates found on the inside front cover of these guidelines.

Send all materials under one cover to:

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Application Package Checklist/ State Arts in Education Grants

Check one:

- ☐ Single Year
- ☐ First Year of Multi-year
- ☐ Multi-year Update

1. ☐ Cover letter
2. ☐ Application narrative
3. ☐ Application for Federal Assistance (SF 424)
4. ☐ Budget Information—Non-Construction Programs (SF 424A)
5. ☐ Assurances—Non-Construction Programs (SF 424B) (original only)
6. ☐ State AIE Program Financial Overview (Form A)
7. ☐ Project Budget (Form B)
8. ☐ State Profile (Form C)
9. ☐ The SAEG Application Acknowledgment Card (original only) found on the back cover of this booklet

Completed by: _____ Date: _____

Title: _____ Telephone: _____

Arts in Schools Basic Education Grants Application Checklist Fiscal Year 1990

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State: _____

Instructions

Complete this checklist and enclose it as the first item in your application package. Submit the original and two copies of each item unless otherwise noted below. The application package must be postmarked no later than the deadline dates found on the inside front cover of these guidelines.

Send all materials under one cover to:

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Application Package Checklist/
Arts in Schools
Basic Education Grants

Check one:

- ☐ Planning
- ☐ Implementation

1. ☐ Cover letter
2. ☐ Application narrative
3. ☐ Letters from collaborating organizations/agencies
4. ☐ Application for Federal Assistance (SF 424)
5. ☐ Budget Information—Non-Construction Programs (SF 424A)
6. ☐ Assurances—Non-Construction Programs (SF 424B)
7. ☐ State AIE Program Financial Overview (Form A)
8. ☐ Project Budget (Form B)
9. ☐ State Profile (Form C)
10. ☐ The AISBEG Application Acknowledgment Card (original only) found on the back cover of this booklet.

Completed by: _____ Date: _____

Title: _____ Telephone: _____

Other Programs of Interest

Overall information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, available from the Endowment Public Information Office.

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Those programs which may be of particular interest to individuals involved in the arts and education are described briefly below. For further information, call the number provided or write:

(Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Arts in Education

The Arts in Education Program also offers the Special Projects category which is designed to support projects from the field which advance progress toward the arts becoming a basic part of education K-12, and provide for Endowment leadership initiatives. Local and state arts agencies; regional arts organizations; arts and cultural institutions, organizations, and agencies; arts and/or education service organizations and professional associations; education agencies; and institutions of higher learning are eligible for support under this category.

For further information, contact the Arts in Education Program (202/682-5426). For Program Guideline requests, call 202/682-5797.

Dance

The Dance Program offers assistance for choreographers and for organizations that perform and present dance. (202/682-5435)

Design Arts

The Design Arts Program supports a variety of projects in architecture; landscape architecture; urban design; historic preservation, and planning; interior design; graphic design; industrial design; and fashion design. The Program offers grants to organizations and individual fellowships. (202/682-5443)

Expansion Arts

The Expansion Arts Program supports professionally-directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a minority, inner city, rural, or tribal community. (202/682-5443)

Folk Arts

The Folk Arts Program assists the presentation and documentation of traditional arts and artists. (202/682-5449)

Inter-Arts

The Inter-Arts Program assists arts projects and organizations which involve two or more arts disciplines. Funds are available for presenting organizations, artist communities, service organizations and projects, and artists' projects: new forms (the creation and production of original work that extends or explores new artistic forms). (202/682-5444)

Literature

The Literature Program provides assistance to individual creative writers, encourages greater audiences for contemporary literature, and helps support professional literary organizations. (202/682-5451)

Media Arts

The Media Arts Program offers assistance to individuals and nonprofit organizations involved in film, video, radio, and television. (202/682-5452)

Museums

The Museum Program offers assistance for a variety of museum projects primarily of artistic significance, including special exhibitions, catalogues, conservation, and educational and other outreach projects. (202/682-5442)

Music

The Music Program offers fellowships to composers, jazz composers and performers, and solo recitalists. Categories of support to organizations include Professional Training, Presenters and Festivals, Ensembles, and Centers for New Music Resources. (202/682-5445)

Opera-Musical Theater

The Opera-Musical Theater Program assists the production of opera and musical theater, the development and performance of new or seldom-produced works, and the broadening of audiences through touring. State arts agencies and regional arts organizations are eligible for support under the Regional Touring category. (202/682-5447)

Theater

The Theater Program offers support to nonprofit professional theater companies and presenters (including state arts agencies and regional arts organizations) of nonprofit professional touring companies, as well as fellowships for playwrights, mimes, and solo performance artists. (202/682-5425)

Visual Arts

The Visual Arts Program offers fellowships to professional artists working in a wide range of media. Support is also available for visual artists organizations and for forums, including short-term residencies, seminars, workshops, and demonstrations. (202/682-5448)

Challenge Grants

Challenge III Grants are designed to assist projects with long-term potential to help move the nation forward in achieving excellence in the arts, improved access to the arts, and a deeper and broader appreciation of the arts, both directly and through nonfederal mechanisms for the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and support systems for the arts. (202/682-5436)

Advancement

The Advancement Program (202/682-5436) is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases—Phase One: Planning/Technical Assistance and Phase Two: Matching Advancement Grants (generally ranging from \$25,000 to \$75,000) which must be matched at least three to one. Current plans call for eligibility according to the following timetable.

Fiscal Year 1990: Dance, Expansion Arts, Folk Arts, Literature, Media Arts, Opera-Musical Theater, and Visual Arts;

Fiscal Year 1991: **Arts in Education**, Design Arts, Inter-Arts, Museums, Music, and Theater.

**National Endowment
Arts Administration Fellowships**

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for three-month Fellowships at the Endowment's offices in Washington, D.C. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment program or division. Fellows become acquainted with the Endowment's policies and operations and gain a national overview of arts activities around the country. (202/682-5786)

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International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Outstanding practicing artists for whom the opportunity to live and work in Japan for six months would be beneficial must apply through the appropriate discipline program.

A similar exchange opportunity for up to ten artists each year has been established with France. Please contact the discipline program for further information.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5532 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of *The Arts and 504* (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402, for \$3.75 each (specify stock number 036-000-00047-3).

State Arts Agencies

Alabama State Council on the Arts

One Dexter Avenue
Montgomery, AL 36130
(205) 261-4076

Alaska State Council on the Arts

619 Warehouse Avenue
Suite 220
Anchorage, AK 99501
(907) 279-1558

American Samoa Council on Culture, Arts & Humanities

Office of the Governor
P.O. Box 1540
Pago Pago, AS 96799
(011) 684-633-5613

Arizona Commission on the Arts

417 West Roosevelt
Phoenix, AZ 85003
(602) 255-5882

Arkansas Arts Council

The Heritage Center
225 East Markham Street
Suite 200
Little Rock, AR 72201
(501) 371-2539

California Arts Council

1901 Broadway, Suite A
Sacramento, CA 95818
(916) 322-8911

Colorado Council on the Arts & Humanities

Grant-Humphreys Mansion
770 Pennsylvania Street
Denver, CO 80203
(303) 866-2617/2618

Connecticut Commission on the Arts

227 Lawrence Street
Hartford, CT 06106
(203) 566-4770

Delaware State Arts Council

State Office Building
820 N. French Street
Wilmington, DE 19801
(302) 571-3540

District of Columbia Commission on the Arts & Humanities

1111 E Street, N.W.
Suite 500B
Washington, DC 20004
(202) 724-5613

Division of Cultural Affairs

Florida Department of State
The Capitol
Tallahassee, FL 32399-0250
(904) 487-2980

Georgia Council for the Arts

2082 East Exchange Place
Suite 100
Tucker, GA 30084
(404) 493-5780

Guam Council on the Arts & Humanities

Office of the Governor
P.O. Box 2950
Agana, GU 96910
(011) 671-477-9845

(Mainland Office)
1729 Longworth House Office Building
Washington, DC 20515
(202) 225-1188

(Hawaii) State Foundation on Culture & the Arts

335 Merchant Street
Room 202
Honolulu, HI 96813
(808) 548-4145

Idaho Commission on the Arts

304 West State Street
c/o Statehouse Mail
Boise, ID 83720
(208) 334-2119

Illinois Arts Council

State of Illinois Center
100 West Randolph, Suite 10-500
Chicago, IL 60601
(312) 917-6750

Indiana Arts Commission

47 South Pennsylvania Street
6th Floor
Indianapolis, IN 46204
(317) 232-1268

Iowa Arts Council

Capitol Complex
Des Moines, IA 50319
(515) 281-4451

Kansas Arts Commission

Jayhawk Towers
Suite 1004
700 Jackson
Topeka, KS 66603
(913) 296-3335

Kentucky Arts Council

Berry Hill
Louisville Road
Frankfort, KY 40601
(502) 564-3757

Division of the Arts

Louisiana Department of Culture,
Recreation, & Tourism
Division of the Arts
P.O. Box 44247
Baton Rouge, LA 70804
(504) 342-8180

Maine Arts Commission

55 Capitol Street
State House Station 25
Augusta, ME 04333
(207) 289-2724

Maryland State Arts Council

15 West Mulberry Street
Baltimore, MD 21201
(301) 333-8232

Massachusetts Council on the Arts & Humanities

80 Boylston Street
The Little Building, 10th Floor
Boston, MA 02116
(617) 727-3668

Michigan Council for the Arts

1200 Sixth Street
Detroit, MI 48226
(313) 256-3735

Minnesota State Arts Board

432 Summit Avenue
St. Paul, MN 55102
(612) 297-2603

Mississippi Arts Commission

239 N. Lamar Street, Second Floor
Jackson, MS 39201
(601) 359-6030

Missouri State Council on the Arts

Wainwright Office Complex
111 N. Seventh Street, Suite 105
St. Louis, MO 63101
(314) 444-6845

Montana Arts Council

48 N. Last Chance Gulch
New York Block
Helena, MT 59620
(406) 443-4338

Nebraska Arts Council

1313 Farnam on-the-Mall
Omaha, NE 68102-1873
(402) 595-2122

Nevada State Council on the Arts

329 Flint Street
Reno, NV 89501
(702) 789-0225

New Hampshire State Council on the Arts

Phenix Hall
40 North Main Street
Concord, NH 03301
(603) 271-2789

New Jersey State Council on the Arts

4 N. Broad Street
Trenton, NJ 08625
(609) 292-6130

New Mexico Arts Division

224 East Palace Avenue
Santa Fe, NM 87501
(505) 827-6490

New York State Council on the Arts

915 Broadway
New York, NY 10010
(212) 614-2900

North Carolina Arts Council

Department of Cultural Resources
Raleigh, NC 27611
(919) 733-2821

North Dakota Council on the Arts

Black Building, Suite 606
Fargo, ND 58102
(701) 237-8962

(Northern Mariana Islands)**Commonwealth Council for Arts & Culture**

P.O. Box 553, CHRB
CNMI Convention Center
Capitol Hill, Saipan
Commonwealth of the Northern Mariana
Islands 96950
011-670 322-9982

(Mainland Office)
2121 R Street, N.W.
Washington, D.C. 20008
(202) 673-5869

Ohio Arts Council

727 East Main Street
Columbus, OH 43205
(614) 466-2613

State Arts Council of Oklahoma

Jim Thorpe Building, Room 640
2101 North Lincoln Boulevard
Oklahoma City, OK 73105
(405) 521-2931

Oregon Arts Commission

835 Summer Street, N.E.
Salem, OR 97301
(503) 378-3625

Commonwealth of Pennsylvania Council on the Arts

Finance Building
Room 216
Harrisburg, PA 17120
(717) 787-6883

Institute of Puerto Rican Culture

Apartado Postal 4184
San Juan, PR 00905
(809) 723-2115

Rhode Island State Council on the Arts

95 Cedar St., Suite 103
Providence, RI 02903
(401) 277-3880

South Carolina Arts Commission

1800 Gervais Street
Columbia, SC 29201
(803) 734-8696

South Dakota Arts Council

108 West 11th Street
Sioux Falls, SD 57102
(605) 339-6646

Tennessee Arts Commission

320 Sixth Avenue, North
Suite 100
Nashville, TN 37219
(615) 747-1701

Texas Commission on the Arts

P.O. Box 13406
Capital Station
Austin, TX 78711
(512) 463-5535

Utah Arts Council

617 E. South Temple Street
Salt Lake City, UT 84102
(801) 533-5895/5896

Vermont Council on the Arts

136 State Street
Montpelier, VT 05602
(802) 828-3291

Virginia Commission for the Arts

James Monroe Building
101 North 14th Street, 17th Floor
Richmond, VA 23219
(804) 225-3132

Virgin Islands Council on the Arts

41-42 Norre Gade, 2nd floor
St. Thomas
U.S. Virgin Islands 00802
(809) 774-5984

Washington State Arts Commission

9th & Columbia Building
Mail Stop GH-11
Olympia, WA 98504
(206) 753-3860

Arts & Humanities Division**West Virginia Department of Culture & History**

Capitol Complex
Charleston, WV 25305
(304) 348-0240

Wisconsin Arts Board

131 W. Wilson St., Suite 301
Madison, WI 53702
(608) 266-0190

Wyoming Council on the Arts

2320 Capitol Avenue
Cheyenne, WY 82002
(307) 777-7742

Regional Organizations

Arts Midwest

Hennepin Center for the Arts
528 Hennepin Avenue
Suite 310
Minneapolis, MN 55403
(612) 341-0755
IL, IN, IA, MI, MN, ND, OH, SD, WI

Consortium for Pacific Arts & Cultures

2141c Atherton Road
Honolulu, HI 96822
(808) 946-7381
AS, GU, CM

Mid-America Arts Alliance

912 Baltimore Ave.
Suite 700
Kansas City, MO 64105
(816) 421-1388
AR, KS, MO, NE, OK, TX

Mid Atlantic Arts Foundation

11 East Chase Street
Suite 2-A
Baltimore, MD 21202
(301) 539-6656
DE, DC, MD, NJ, NY, PA, VA, VI, WV

New England Foundation for the Arts, Inc.

678 Massachusetts Avenue
Cambridge, MA 02139
(617) 492-2914
CT, ME, MA, NH, RI, VT

Southern Arts Federation

1401 Peachtree Street, N.E.
Suite 122
Atlanta, GA 30309
(404) 874-7244
AL, FL, GA, KY, LA, MS, NC, SC, TN

Western States Arts Federation

207 Shelby Street
Suite 200
Santa Fe, NM 87501
(505) 988-1166
AK, AZ, CA, CO, HI, ID, MT, NV, NM, OR,
UT, WA, WY

Service Organizations

Arts for America, The National Assembly of Local Arts Agencies

1420 K Street, N.W.
Suite 204
Washington, DC 20005
(202) 371-2830

National Assembly of State Arts Agencies

1010 Vermont Avenue, N.W.
Suite 920
Washington, DC 20005
(202) 347-6352

Notes:

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

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Official Business

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National Endowment for the Arts
Nancy Hanks Center
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Washington, D.C. 20506

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for the Arts
NEA-635



Official Business

**Arts in Education Program
Fiscal Year 1990**

SAEG Application Acknowledgement Card

Type of application (check one):

- ☐ SAEG single-year
☐ SAEG first year a multi-year
☐ SAEG update

Print or type your address on the reverse side of this card. This is to acknowledge receipt of your AIE application. Should it be necessary to correspond with the Arts Endowment about your application, please refer to your application number which is:

Application Number (Arts Endowment use only) _____

Date _____

- ☐ Application incomplete
Submit the following by _____ :
☐ Application complete

**Arts in Education Program
Fiscal Year 1990**

AISBEG Application Acknowledgement Card

Type of application (check one):

- ☐ AISBEG/Planning
☐ AISBEG/Implementation

Print or type your address on the reverse side of this card. This is to acknowledge receipt of your AIE application. Should it be necessary to correspond with the Arts Endowment about your application, please refer to your application number which is:

Application Number (Arts Endowment use only) _____

Date _____

- ☐ Application incomplete
Submit the following by _____ :
☐ Application complete

Arts in Education Program, Room 602
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue
Washington, D.C. 20506
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